POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.		
2. Reason for Submis		2000	ervice	4. Emp	oloying Office Loca	tion	. Duty Station	n		6. OPM 0	Certification No.	
Redescription New Hdqtrs Field												
Reestablishment Other 7. Fair Labor Standards Ac						ict [8	8. Financial Statements Required Executive Personnel Employment and			9. Subject to IA Action		
Explanation (Show any positions replaced) Exempt Nonexem							npt Executive Personnel Employment and Financial Disclosure Financial Interest			✓ Yes ☐ No		
Standard MW	R NAF	PD		10. Po	sition Status		1. Position is	TOTAL CONTROL OF THE PARTY OF T	2 0-14-4	13. Comp	etitive Level Code	
				Co	mpetitive	ļ.	Supervisory	✓ 1Non- Sensitive	3Critical			
				Exc	cepted (Specify in a	Remarks)	Managerial		A Provide	14. Agen	765 U 404204	
						(CR)	Neither	2Noncritical Sensitive	4 Special Sensitive	NA	F	
15. Classified/Graded by			Official Ti	tle of Pos	ition		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Per- sonnel Management												
b. Department, Agency or Establishment												
c. Second Level Review	: Second Level							1101	03	SN	12-31-01	
d. First Level Review												
e. Recommended by Supervisor or Initiating Office												
16. Organizational Title of Position (if different from offiical title)							17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment c							c. Third Subdivision					
a. First Subdivision						d. Fourth Subdivision						
b. Second Subdivision						e. Fifth Subdivision						
	Certificat the majo nizationa carry o This cert	ion. or dutie or relati ut Gov tificatio	y position. I certify that is and responsionships, and rernment function is made with	this is bilities of that the tions for	an accurate this position position is which I am	app sta imp	ointment ar tements m lementing re	n is to be used d payment of publay constitute violegulations.	ic funds, a lations o	and that f f such	alse or misleading statutes or their	
Signature					Date	Signature					Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action							22. Position Classification Standards Used in Classifying/Grading Position OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS- 1101 General Rusiness and Industry					
S. J. NEW							ion for Em				rmation on their	
Principal Classifier Signature Date 12-31-01						application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.						
23. Position Review	T II	nitials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (option	onal)											
b.Supervisor					1							
c. Classifier												
24. Remarks				1	- FC							
25. Description o	f Major	Duties	and Respons	sibilities	(See Attached	')						

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Gas Station Manager **POSITION NUMBER** 01-0143 **JOB SERIES:** 1101 **Summary of Duties:**

Oversees the management and administration of Gas Lane operations which may include other convenience sales such as oil, coolants, beverages, snack foods, truck (U-haul) rentals, etc. Periodically conducts pricing surveys in area and coordinates with other service components to ensure the setting of competitive gas prices. Takes necessary steps to ensure accurate readings of fuel levels of storage tanks and initiates replenishments of gasoline from vendor, determining amount of purchase based on average sales of various gasoline grades. Monitors vendor charges on fuel deliveries and handles corrective actions. Responsible for acting on patron complaints.

Plans, organizes work schedules and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budget, inventories, cost controls, and related records and reports. Reviews financial status of the assigned activity and recommends changes considered necessary. Trains, schedules work shifts, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, sanitation, hazardous material handling and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies, and equipment to preclude or minimize the potential for fraud, waste and abuse.

Performs other related duties as assigned.

Minimum Qualifications:

Three years experience that demonstrates possession of knowledge, skills, and abilities related to effectively manage gas station operations or a business activity. Ability to apply the

mechanics of purchasing and common business practices as they relate to pricing, discounts, delivery, etc. Ability to communicate orally and in writing and to negotiate with various

levels of business representatives, customers, etc., in resolving issues. Must possess knowledge of proper hazardous waste handling.